



Special Services

Including/Excluding Documents in the EMIS Extract

Note: For information on creating an EMIS extract on the **Special Services EMIS Extract** screen in **Student Information**, see the *Creating an EMIS Extract instructional sheet*.

Per ODE’s requirements, all IEPs, ETRs, SPs, 504Ps, and MDs with a **Status** of **Open**, **In Review**, or **Completed** are marked with **Include in EMIS** and included in the EMIS extract by default. If desired, you can exclude an IEP, ETR, SP, 504P, or MD from the EMIS extract when you create it (see the *Creating a New Document instructional sheet*). You can also manually include or exclude a document using the **Include in EMIS** and **Exclude from EMIS** buttons, respectively, on the **Student Documents** screen **Documents** tab.

Manually Including Documents in the EMIS Extract

- 1 On the **Student Documents** screen **Documents** tab, select the checkbox(es) for the document(s) you want to include in the EMIS extract. Or, select the checkbox in the column header to select all documents.
- 2 Click **Include in EMIS**.

| Documents | | Recycle Bin | | | | | | |
|---------------------------------------|------------------|--------------------|---------------------|----------|-----------------|--------|------------|----------|
| + New Document | | ! Mark as Priority | 2 ★ Include in EMIS | 🗑 Delete | 🔍 | ⚙ | | |
| <input type="checkbox"/> | ! Student | Grade | Document | Type | Include in EMIS | Status | Due Date | Progress |
| 1 <input checked="" type="checkbox"/> | Bradley, Sirisha | 5 | 2019 - 2020 RIEP | : IEP | | Open | 06/22/2020 | 100% |
| <input type="checkbox"/> | Austin, Siri | 5 | 2019 - 2020 RIEP | : IEP | | Open | 06/24/2020 | 100% |

Note: When you click **Include in EMIS** for a document that should not be reported to ODE, the **This document is not included in EMIS by default** error message displays, and in the **Include in EMIS** column for the selected document(s), **!** displays until you refresh the screen.

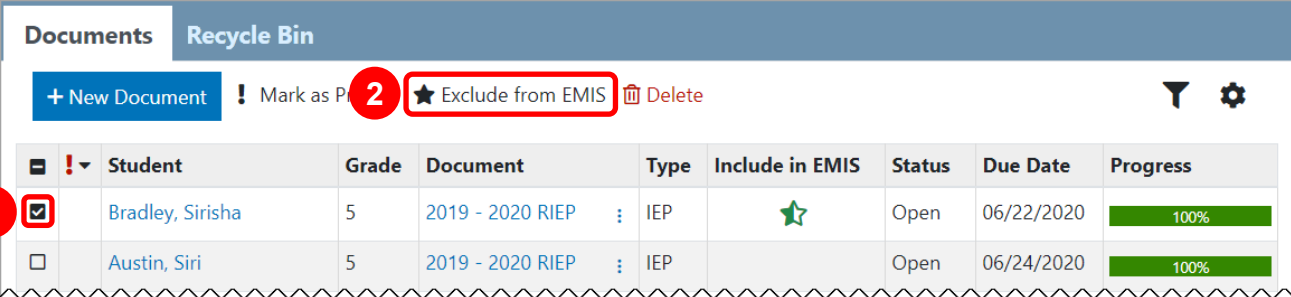
All selected documents with a **Status** of **Completed** are now included in the EMIS extract, and in the **Include in EMIS** column, **★** displays for the applicable documents. All selected documents with a **Status** of **Open** or **In Review** will be automatically included in the EMIS extract once they are completed, and in the **Include in EMIS** column, **☆** displays for the applicable documents.

**see reverse side for more information*

Manually Excluding Documents from the EMIS Extract



- 1 On the **Student Documents** screen **Documents** tab, select the checkbox(es) for the document(s) you want to exclude from the EMIS extract. Or, select the checkbox in the column header to select all documents.
- 2 Click **Exclude from EMIS**.

Note: *Exclude from EMIS* displays only if all selected documents were previously marked with **Include in EMIS**.



The screenshot shows the 'Documents' tab in the 'Student Documents' interface. At the top, there are buttons for '+ New Document', 'Mark as P...', 'Exclude from EMIS' (highlighted with a red box and a '2'), and 'Delete'. Below the buttons is a table with columns: Student, Grade, Document, Type, Include in EMIS, Status, Due Date, and Progress. The first row is for 'Bradley, Sirisha' (Grade 5, Document: 2019 - 2020 RIEP, Type: IEP, Status: Open, Due Date: 06/22/2020, Progress: 100%). The second row is for 'Austin, Siri' (Grade 5, Document: 2019 - 2020 RIEP, Type: IEP, Status: Open, Due Date: 06/24/2020, Progress: 100%). A red box with a '1' highlights the checkbox in the first row, and a green star icon is visible in the 'Include in EMIS' column for the first row.

| <input type="checkbox"/> | Student | Grade | Document | Type | Include in EMIS | Status | Due Date | Progress |
|-------------------------------------|------------------|-------|------------------|------|-----------------|--------|------------|----------|
| <input checked="" type="checkbox"/> | Bradley, Sirisha | 5 | 2019 - 2020 RIEP | IEP | ★ | Open | 06/22/2020 | 100% |
| <input type="checkbox"/> | Austin, Siri | 5 | 2019 - 2020 RIEP | IEP | | Open | 06/24/2020 | 100% |

The selected documents are now excluded from the EMIS extract, and in the **Include in EMIS** column,  (Status of **Open** or **In Review**) or  (Status of **Completed**) no longer displays.